



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

LEGAL ANALYST

\$3,841.00 – \$4,670.00

**AUTO ENFORCEMENT BUREAU, LEGAL BRANCH
SAN FRANCISCO**

RESPONSIBILITIES:

Under the general supervision of an Assistant Chief Counsel, the incumbent provides paralegal and legal analytical support to the attorneys in the most complex areas of law. The Legal Analyst independently performs a wide-variety of paralegal duties. These duties include the following: Performing legal research assignments on substantive and procedural issues; regularly and independently conducting detailed reviews and assessing legal issues to be reviewed by the bureau chief; drafting pleadings for attorney review; assisting with the production of documents; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; performs legal research on departmental policy and procedural matters and on written queries received from the general public; drafts and assists attorneys in drafting legislation, regulations, bulletins, and notices; researches and reports on legislative histories; conducts historical research on assigned filings; provides training classes, and develops training materials for attorney and other legal staff.

DESIRABLE QUALIFICATIONS:

- Ability to work independently
- Knowledge of legal reference materials, basic legal concepts, terminology, principles, and procedures
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills
- Comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods
- Ability to meet multiple deadlines and perform under pressure

WHO MAY APPLY:

Applications will be accepted from current State employees at the Legal Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. Position may be downgraded to Legal Assistant for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Scriven, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate “LEGAL ANALYST #413-238-5237-XXX” on the State application.** For additional information, please contact (916) 492-3309 or maria.scriven@insurance.ca.gov.

FINAL FILING DATE: Friday, July 13, 2012 by 5:00pm – Close of Business

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

07/05/12MS

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
